

DIRECTOR OF BUDGET MANAGEMENT

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs complex professional and administrative work planning, organizing and directing budget development and management activities; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing budget development and management; forecasting revenues and expenditures; coordinating work with County Manager and department directors; overseeing the preparation of associated records, reports and budget documents.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as principal advisor on all budget and finance related issues; ensures budget execution is within limits imposed by Board of Supervisors' action and policies.
- Supervises, directs and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals.
- Plans, directs, supervises and participates in the development, presentation and implementation of the annual budget, Five Year Financial Plan and the Capital Improvement Plan.
- Oversees the preparation of policies; develops strategies and priorities; forecasts revenues and expenditures; oversees the preparation of instruction manuals and forms; established timetables.
- Evaluates economic trends; analyzes the impact of state and federal legislation.
- Monitors the County's fiscal position; prepares and publishes expenditure and revenue analysis including recommendations on corrective actions required due to deviations; documents changes to budgets; prepares supporting justification and resolutions.
- Provides primary support to the Board of Supervisors' Finance Committee, Planning Commission Capital Review Committee and County Revenue Committee; coordinates meetings; prepares documents and provides recommendations on considered issues; ensures follow-up is performed when required.
- Conducts a variety of statistical, budget and financial studies of expenditure patterns and revenue projections and other issues of interest; prepares presentations on findings and recommendations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, methods and practices of accounting and budgeting; comprehensive knowledge of the laws, ordinances and regulations governing financial matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare and maintain complex financial reports and records; ability to analyze and evaluate complex financial systems; ability to express technical ideas effectively, both orally and in writing; ability to plan, organize and direct the work of subordinates; ability to establish and maintain effective working relationships with County officials, department heads and associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration, accounting or related field and extensive budget preparation, accounting and financial reporting experience including extensive supervisory experience. Master's degree preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.